

3208 - GRANTS WRITER/RESEARCHER

NATURE OF WORK

This is specialized staff work for the Grant Management Office. An employee in this class specializes in administrative work of a technical nature, writing, responding to and evaluating grants, requests for proposals, reports, brochures, and promotional materials. General supervision is received from an administrative superior who reviews work for conformity with established administrative and departmental policies and attainment of desired objectives, through conferences and review of reports of operations.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Prepares, or assists in the preparation of various grant proposals, reports, recommendations, etc., to insure that the department meets its goals and objectives.

Reviews and answers correspondence or other inquiries concerning departmental activities and other matters, in order to provide satisfactory and effective responses.

Meets with public officials, civic organizations, and other groups to explain various programs or projects; or to coordinate the implementation of a program or project.

Researches, plans and coordinates special programs and projects by working with consultants, contractors and other departments in order to assure that program activities are implemented and completed effectively and in a timely manner.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of sources and processes for the attainment of Federal, State, Local, Foundation, and other private sector funds.

Knowledge of the principles of general management, public and business administration and their application to governmental administration.

Knowledge of research techniques and the sources and availability of current information applicable to the area of assignment.

Knowledge of Federal, State, and City laws, rules and regulations relating to financial records of departments or agencies funded by grants.

Knowledge of basic accounting principles, practices and procedures and their application to grants management systems.

Knowledge of public relations.

Knowledge of City government organization and operations.

Ability to carry out complex verbal and written instructions.

Ability to analyze a variety of administrative problems and make sound recommendations as to their solution.

Ability to express ideas clearly and concisely, both verbally and in writing.

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Ability to exercise judgement and discretion in interpreting departmental rules, regulations and procedures.
Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies and the general public.
Ability to analyze grant expenditures in relation to grant budgets and furnish detailed information to management and supervisory personnel.
Ability to prepare or supervise the preparation of various grant related accounting, budget and/or other required reports, accurately and in a timely manner.

MINIMUM REQUIREMENTS

Two (2) years experience writing, responding to and evaluating grants, requests for proposals, contracts, brochures or reports. Graduation from an accredited college or university with major course works in Public or Business Administration, or other appropriate field. Additional related experience can substitute for education on a year-for-year basis. Position requires computer proficiency with word processing, spreadsheets, etc. DESIRES: Knowledge of Contract Compliance. Experience with or knowledge of laws, rules, regulations, procedures and policies governing the funding and administration of federal, state and local grant programs. Valid Driver's License. Ability to communicate effectively, both verbally and in writing.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by Department Head, Assistant Department Head or Manager; work is performed with little direct supervision and with some latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

None.

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